

## **Small Business Relief Fund – ELIGIBILITY CHECKLIST**

Thank you for your interest in the Berwyn Heights Small Business Relief Fund. To be eligible to receive grant funds, the following must items must apply to your business. Please submit a copy of this completed checklist along with your application, and all Required Documents. **Application Deadline November 20, 2020**

**\*\*Please note that non- profit organizations are not eligible for the fund and Berwyn Heights property taxes and other Town financial obligations cannot be paid with grant funds\*\***

### **Requirement Checklist:**

- ☐ Business must not have received relief funds from Prince George's County Covid19 Business Relief Fund; Ineligible if assistance received from Prince George's County COVID-19 Business Relief Fund from March 1, 2020 to December 15, 2020.
- ☐ Operating business for a year as of January 1, 2020. New business ventures are not eligible.
- ☐ Principal business office or location must be physically located in the Town of Berwyn Heights.
- ☐ Business must be able to show proof of employment
- ☐ Business must be in Good Standing with Maryland Department of Assessments and Taxation (SDAT)
- ☐ Must have a current Town of Berwyn Heights Business License
- ☐ Must have no outstanding financial obligations to the Town of Berwyn Heights, i.e. unpaid fees and fines, unpaid Personal Property Taxes, etc.
- ☐ Must be in full compliance with Prince George's County's COVID-19 Safety Protocol Inspection requirements after Tier 1 inspection or Tier 2 reinspection; No fine imposed nor shut down pending compliance was required

**Business Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_